

**NORTHWEST MUNICIPAL CONFERENCE**

1600 East Golf Road, Suite 0700  
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www.nwmc-cog.org



*A Regional Association of Illinois  
Municipalities and Townships  
Representing a Population of Over One Million*

**MEMBERS**

- Antioch
- Arlington Heights
- Bannockburn
- Barrington
- Bartlett
- Buffalo Grove
- Deer Park
- Deerfield
- Des Plaines
- Elk Grove Village
- Evanston
- Fox Lake
- Glencoe
- Glenview
- Grayslake
- Hanover Park
- Highland Park
- Hoffman Estates
- Kenilworth
- Lake Bluff
- Lake Forest
- Lake Zurich
- Libertyville
- Lincolnshire
- Lincolnwood
- Morton Grove
- Mount Prospect
- Niles
- Northbrook
- Northfield
- Northfield Township
- Palatine
- Park Ridge
- Prospect Heights
- Rolling Meadows
- Schaumburg
- Skokie
- Streamwood
- Vernon Hills
- West Dundee
- Wheeling
- Wilmette
- Winnetka

*President*  
Daniel DiMaria  
Morton Grove

*Vice-President*  
Kathleen O'Hara  
Lake Bluff

*Secretary*  
Dan Shapiro  
Deerfield

*Treasurer*  
Ray Keller  
Lake Zurich

*Executive Director*  
Mark L. Fowler

**NWMC Board Minutes**  
**Wednesday, April 15, 2020**  
**7:00 p.m.**  
**Via Teleconference**

**I. Call to Order**

President DiMaria called the meeting to order at 7:00 p.m.

**II. Pledge of Allegiance**

President DiMaria lead the Pledge of Allegiance.

**III. Roll Call**

Karol Heneghan called the Roll.

Members Present:

- Arlington Heights, Mayor Thomas Hayes
- Bannockburn, Manager Maria Lasday
- Barrington, President Karen Darch
- Buffalo Grove, Mayor Beverly Sussman, Manager Dane Bragg
- Deer Park, President Dale Sands
- Deerfield, Mayor Harriet Rosenthal, Trustee Dan Shapiro
- Elk Grove Village, Manager Ray Rummel
- Evanston, Acting Deputy City Manager Sharon Johnson
- Fox Lake, Administrator Anne Marrin
- Glencoe, President Larry Levin
- Glenview, Manager Matt Formica
- Hanover Park, Mayor Rod Craig, Trustee Bob Prigge
- Hoffman Estates, Mayor Bill McLeod
- Lake Bluff, President Kathleen O'Hara, Administrator Drew Irvin
- Lake Zurich, Manager Ray Keller
- Libertyville, Mayor Terry Wepler
- Lincolnwood, Trustee Jean Ikezoe-Halevi, Manager Ann Marie Gaura
- Morton Grove, Mayor Dan DiMaria, Administrator Ralph Czerwinski
- Mount Prospect, Mayor Arlene Juracek, Manager Mike Cassady
- Niles, Trustee John Jekot
- Northfield, President Joan Frazier
- Palatine, Manager Reid Ottesen
- Prospect Heights, Administrator Joe Wade
- Rolling Meadows, Manager Barry Krumstok
- Schaumburg, Mayor Tom Dailly, Manager Brian Townsend
- Skokie, Trustee Randall Roberts
- Streamwood, Manager Sharon Caddigan
- West Dundee, Manager Joseph Cavallaro
- Wheeling, Manager Jon Sfondilis
- Wilmette, Manager Michael Braiman

Members Absent:

Antioch

Bartlett

Des Plaines	Grayslake
Highland Park	Kenilworth
Lake Forest	Lincolnshire
Northbrook	Northfield Township
Park Ridge	Vernon Hills
Winnetka	

Others in Attendance:

Pat Eaves-Heard, Manager, Supplier Diversity at Nicor Gas  
 Larry Bury, NWMC Deputy Director  
 Ellen Dayan, NWMC Purchasing Director  
 Marina Durso, NWMC Program Associate for Administrative Services  
 Mark Fowler, NWMC Executive Director  
 Karol Heneghan, NWMC Administrative Assistant/Office Manager  
 Kendra Johnson, NWMC Program Associate for Transportation  
 Matt Pasquini, NWMC Program Associate for Transportation

**IV. Approval of Meeting Minutes – March 11, 2020**

Motion to approve the minutes of March 11 was made by President Levin. It was seconded by Mayor Juracek and unanimously approved.

**V. President’s Report – Daniel DiMaria, NWMC President and Mayor, Village of Morton Grove**

**A. NWMC Here to Help – COVID-19 Response/Coordination**

Mr. Fowler gave an update on assistance staff is providing and thanked the membership and staff for their efforts in addressing the pandemic. He discussed development of the NWMC “Here to Help” document and said 29 members have contributed information to date. Mr. Fowler said one of the major items of concern was the provision of address information to first responders of individuals under investigation for having COVID-19. Mr. Bragg, President Levin and Mayor Juracek all said they have contacted their county commissioners requesting that this information be provided to first responders.

**B. Proposed FY2020-2021 NWMC Budget**

President DiMaria reported that the Executive Board and Finance Committee recommended approval of the proposed FY2020-2021 NWMC Budget. Mr. Bury outlined new information in the budget, including the five-year consolidated revenue spreadsheet. He discussed areas of the budget that will be impacted by the COVID-19 pandemic, including revenues from the Suburban Purchasing Cooperative, Annual Gala and interest income. That said, Mr. Bury reviewed the Conference’s operating, special projects and tenancy reserve fund levels, and said that the organization projects to remain in a healthy financial condition for the near term. Mr. Bury also said that for the seventh consecutive year, the proposed budget does not include a membership dues increase.

Mr. Keller noted discussions held by the Finance Committee and Executive Board about the assessment of dues for the coming year. He said that the direction was to proceed as budgeted while remaining flexible in entertaining requests for relief or additional considerations. Motion to approve the recommendation was made by President Rosenthal. It was seconded by President Levin and unanimously approved.

**C. FY2020-2021 NWMC Officer Nominations**

President DiMaria said that the NWMC Nominating Committee recommended the following individuals to serve as NWMC Officers for FY2020-2021:

President: Kathleen O’Hara  
 President, Village of Lake Bluff

Vice-President: Joan Frazier  
 President, Village of Northfield

Secretary: Dan Shapiro  
Trustee, Village of Deerfield

Treasurer: Ray Keller  
Manager, Village of Lake Zurich

Mayor Daily reported that he appreciated the consideration to serve as Vice-President, but had to withdraw his nomination due to his professional and mayoral obligations. President DiMaria noted that the vote will take place at the May 13 meeting and new officers will be sworn in at the annual Gala.

**D. NWMC Employee Assistance Program Turns 30**

President DiMaria reported that in 1990, the NWMC launched its Employee Assistance Program (EAP). He said the program is open to municipalities, townships, park districts and libraries and offers confidential, cost free referrals and assessment service twenty-four hours a day for employees and their families. He reviewed areas of assistance and advised that enrollment information and participation forms were emailed to all members on April 1.

**E. NWMC Spring Surplus Vehicle & Equipment Auction Still Set for April 21**

Ms. Dayan reported that the spring NWMC Surplus Vehicle and Equipment Auction will still be held on Tuesday, April 21, 2:00 p.m. at America's Auto Auction, 14001 S. Karlov Avenue in Crestwood. America's AA has notified staff that it will run the vehicles and equipment through their auction lane and only accept online bids.

**VI. Priority Issues**

**A. Legislative Committee – Lawrence Levin, President, Village of Glencoe, Co-Chair and Arlene Juracek, Mayor, Village of Mount Prospect, Co-Chair**

Mr. Bury provided an update on emerging issues and challenges that will require General Assembly action as well as potential changes in legislative deadlines. He said that the Conference will send a letter to legislators outlining the key issues for the remainder of the spring session. Mr. Townsend asked about the Conference's position on Governor Pritzker's Executive Order regarding extending worker's compensation coverage for presumption of COVID-19 exposure for first responders. Mayor Dailly said that the village had reached out to Senator Murphy requesting that she oppose the issue. Mr. Bury said the City of Chicago will be opposed as well and staff will work with other partner organizations on this issue.

**B. Transportation Committee – Rodney Craig, President, Village of Hanover Park, Co-Chair and Joan Frazier, President, Village of Northfield, Co-Chair  
Northwest and North Shore Council Call for STP-L Projects Update**

Mr. Pasquini reported that the Northwest and North Shore Councils of Mayors closed their call for Local Surface Transportation Program (STP-L) Projects on Monday, March 16. He said staff has been working on scoring projects and developing the FFY 2021-2025 proposed program for each council. Preliminary programs will be reviewed by project sponsors and council members during their respective April meetings, and made available for public comment in May.

**VII. Consent Agenda**

Motion to approve the consent agenda was made by President Levin. It was seconded by President Sussman and unanimously approved.

**VIII. Other Business**

Mr. Cavallaro asked communities who recently issued face mask orders for the rationale in implementing the directives. Mr. Formica reported on local incidents that prompted the directive and said his board felt that it was the right thing to do at this stage in the pandemic.

**IX. For the Good of the Order**

Ms. Eaves-Heard requested that members refer Nicor Gas customers to her if they need assistance with bills, payments or other issues.

**X. Next Meeting**

President DiMaria advised that the next NWMC Board meeting will be held on Wednesday, May 13 at 7:00 p.m. via teleconference.

**XI. Adjournment**

Motion to adjourn the meeting was made by President Levin. It was seconded by Mayor Rosenthal and unanimously approved. The meeting adjourned at 7:52 p.m.